

COVID Procedure for Care Providers and Community Programs Using Library

COVID-19: Health and safety of our community and staff our top priority

Child Care Providers:

1. **Must be a Licensed or Registered License Not Required Member**

Community Programs:

1. **Community Programs should only borrow for their own use. Eg. visits, meetings, workshops. Toys should not be given out to client.**
2. **Must have a current membership library form signed before borrowing.**

Pick-up Item from Office/ Library

1. **Child Care Provider or community programs must phone 250-762-3536 or email resource@childhoodconnections.ca to request items they want to borrow.**
2. **Staff will set aside specific items requested. Provider or community programs may request staff to choose a variety of items based on theme, age, etc. *Care Providers may choose the maximum 10 items (two of them being large items) and organizations may choose the maximum 5 items. Staff will encourage outdoor and items that are easily cleaned to be borrowed by provider.**
3. **Once items have been chosen, staff will phone or email the provider/community program a picture or they may virtually walk member through library. This will give the member a chance to either accept or deny items.**
4. **They can share the items chosen by photo or by video using the iPad or LG phone**

Pick-up Items from Office Reception- Once Items are set aside

1. **Once the resources are ready for pick-up, the provider/ community program must pick up items within 48 hours of staff calling them.**
2. **CCRR staff are to sanitize their hands before handing off resources and can chose to wear a mask if they feel they will be in close contact with the client.**

Toy Drop-off/Pick up at Library

1. Member will knock on back door or phone the office
2. Staff will open the door for the member
3. Only one member will be allowed in at a time, and asked to place items where directed by CCRR staff in Library
4. Items will be labeled with a yellow sticky note with a date and time items were dropped off Items will sit for 72 hours before they are moved back in to circulation.
5. Bathroom is not open to the public.
6. Sanitize all touched objects and surfaces areas before and after toys dropped off.

“The virus has been detectable up to four hours on copper, up to 24 hours on cardboard and up to two to three days on plastic and stainless steel “from the <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/assumptions.html>

Staff and members will follow physical distancing procedure as per BC Centre for Disease Control. <http://covid-19.bccdc.ca/>

Staff may choose to wear a mask* when interacting with a member/client.

*CCS will provide staff with hand sanitizer.